



# St. Gabriel's Episcopal Church 2016-2017 Strategic Plan Discussion

# Worship and Christian Formation



Goal	Task	Timeframe	POC	Comments	Status
Identify and document weekly worship needs	Provide a monthly schedule to ensure all roles are clearly defined.	On-going	St. G's Admin		In-Progress
	Weekly notifications and ensure that the bulletin, trumpet, emails, Facebook, website	On-Going	St. G's Admin	Consistency of information	In-Progress
Establish on-going adult Christian formation programs	Identify adult forum leaders, choose topics and coordinate schedule	On-Going	Cindy Jones	A minimum two per year. Can include book study, prayer group, Lenten/advent forum, special interest topics	In-Progress
	Identify Bible Study ministry leaders; themes and coordinate schedule.	On-Going	Cindy Jones	Offer 1 Bible Study, measure attendance	In-Progress
	Establish Annual Parish Retreat forum(s)	May 2017	Fr. Daniel/Cindy Jones	Start planning February 2017	Not Started
Determine curriculum, program, and schedule for youth and children	Identify and train four Sunday School teachers for 10 am service and two teachers for 3pm service	On-Going	Melanie Worrall		In-Progress
	Annual meeting with Sunday school teachers to review/revise curriculum and establish schedule	Annually	Melanie Worrall		In-Progress
	Create Youth Ministry	Q4 2016	Darren Steadman (Seminararian)	Implementation in Q4 2016	In-Progress

# Administration and Fundraising



Goal	Task	Timeframe	POC	Comments	Status
<b>Update personnel policy manual and Standard Operating Procedures (SOPs)</b>	Update and expand Personnel Policy manual	August 2016	Jennifer Lassiter, Bob Cusack	Include external Human Resource review	In-Progress
	Annual review of Personnel Policy Manual with Staff	Annually	Jennifer Lassiter, Bob Cusack		In-Progress
	Review Diocesan Standard Operating Procedures (SOPs) and adapt them to St. Gabriel's specific needs	August 2016	Jennifer Lassiter, Bob Cusack	Jennifer will work with Fr. Daniel to get current copy	In-Progress
<b>Establish sustainable Human Resource Plan</b>	Wardens, Vicar and Treasurer evaluate potential human resource needs	June 2016	Jennifer Lassiter		Complete
	Present Human Resource Plan to vestry	July 20, 2016	Jennifer Lassiter, Carla Rhoads	Inform congregation by 30 September 2016	Complete
<b>Conduct Annual Stewardship Campaign</b>	Identify Campaign Leadership	ASAP	Bob Cusack	Cindy LoSasso accepted	Complete
	Increase amount of pledges to equal or exceed \$100,000 (20% increase) by end of 2017	December 2017	Bob Cusack, Cindy LoSasso	Initial planning in May 2016 for year-round stewardship initiative including time, treasure and talent	In-Progress
<b>Steward of Property</b>	Land committee to meet quarterly or as needed	On-Going	Bob Cusack		In-Progress
	Land committee provides updates to parish for the use and care of the Chapel in the Woods	On-Going	Bob Cusack		In-Progress

# Pastoral Care, Outreach and Hospitality



Goal	Task	Timeframe	POC	Comments	Status
<b>Provide and strengthen our spiritual support of the St. Gabriel's family and beyond</b>	Identify Community Prayer Coordinator (CPC)	May 2016	Roy Worrall	Initial request made on April 16 Committee Created	In-Progress
	Develop community prayer tasks/focues	June 2016	Roy Worrall and CPC	Task behind since a CPC has not been identified	Pending
	Initiate Music Ministry at Ashby Ponds Community	June 2016	Carla Rhoads - TBR		In-Progress
	Continue to serve the homebound	On-Going	Roy Worrall, Carla Rhoads	Need to identify coordinator	Pending
<b>Create and empower an Outreach Chair and Outreach Committee to plan and implement service opportunities for the entire parish</b>	Determine the sense of the parish on outreach priorities	October 2016	Roy Worrall, Carla Rhoads	Committee Members: Eileen Schaffer Sue Schweitzer Anne Donahue Mike Denzen Rob Buchanan	Complete
	Present a realistic and achievable way to support outreach priorities	November 2016	Roy Worrall, Carla Rhoads	(discuss with Vestry)	Pending
<b>Formalize the process and schedule for hospitality</b>	Identify hospitality coordinator	October 2016	Carla Rhoads	Required for 10 am and 3 pm services	Pending
	Establish operating procedures for hospitality	October 2016	Carla Rhoads, Hospitality Coordinator		Pending
	Coordinate dates for Potluck Dinners, community events on the Land and Newcomer events	On-Going	Carla Rhoads, Hospitality Coordinator	Add events and dates to the St. Gabriel's calendar	In-Progress

# Marketing and Communication



Goal	Task	Timeframe	POC	Comments	Status
Reach out to the Loudoun community and inform them about what St. Gabriel's has to offer	Participate in Leesburg community events	On-Going	Chuck Mitchell; Communications Committee Chair	Dates varies and requires research to identify events and dates	In-Progress
	Update the printed booklet and web page that explains all the St. Gabriel's programs	October 2015	Chuck Mitchell; Communications Committee Chair		Pending
	Follow-up with newcomers within one week of attendance at St. Gabriel's	On-Going	Chuck Mitchell	Provide reminder to Fr. Daniel on following Tuesday after newcomer's initial attendance	In-Progress
Establish an ongoing Marketing and Communications program that reaches both English and Spanish speaking communities	Define what makes St. Gabriel's unique and articulate it to the parish	August 2016	Chuck Mitchell; Communications Committee Chair	Present to the Vestry November 2016	In-Progress
	Teach the Parishioners to articulate what makes St. G's unique as an elevator speech	On-Going	Fr. Daniel, Chuck Mitchell		Pending
	Identify resources to support public relations strategy and track success; re-establish communications committee	May 2016	Chuck Mitchell; Communications Committee Chair	Chuck met with Jennifer Lassiter to discuss non-profit marketing	Pending
	Establish Standard Operating Procedure (SOP) for St. Gabriel's branding (visual appearance in media)	August 2016	Chuck Mitchell; Communications Committee Chair		Pending
Establish Bi-Lingual Ministry Committee	Have initial Bi-Lingual unification dialogue	1 <sup>st</sup> Qtr 2017	Fr. Daniel Velez-Rivera, Cindy Jones		Pending